

## Victoria Salyers

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**From:** UGA Administrative Memos <adminmem@UGA.EDU>  
**Sent:** Wednesday, August 19, 2020 2:39 PM  
**To:** ADMNDIRECTORS-L@LISTSERV.UGA.EDU  
**Subject:** COVID-19 Checklist for Supervisors When an Employee or Student Tests Positive, Becomes Symptomatic, and/or Believes They Have Been Exposed

TO: Vice Presidents, Deans, Department Heads, and Directors

FROM: Garth Russo, M.D., Executive Director, University Health Center  
S. Jack Hu, Senior Vice President for Academic Affairs and Provost

RE: COVID-19 Checklist for Supervisors When an Employee or Student Tests Positive, Becomes Symptomatic, and/or Believes They Have Been Exposed

*Please share the information below with supervisors in your unit. Note that this information may change as we receive new or additional guidance from the CDC and the Georgia Department of Public Health.*

### **INTRODUCTION**

To support supervisors in their efforts to provide a safe working and learning environment and facilitate communications that respect individual privacy, this checklist addresses situations where faculty, staff, and students become symptomatic for COVID-19, test positive for COVID-19, or believe they have been exposed to COVID-19. *Supervisors should check directly with their unit heads for any additional guidance that may exist for specific situations (e.g. Housing, Veterinary Medicine clinical settings, etc.)*

As a reminder, supervisors are responsible for consistently enforcing health and safety requirements for working on-site, including wearing masks and social distancing.

**Supervisors must not disclose the identity, circumstances, and/or condition of an employee or student who has tested positive to close contacts or other individuals, except as specified to authorized UGA personnel. Public health officials strongly encourage individuals who test positive to notify other persons with whom they have had close contact. In many cases, this is the most effective way to notify those who may have been exposed.**

### **NOTIFICATION PROCESS**

#### **FOR EMPLOYEES WHO TEST POSITIVE, ARE SYMPTOMATIC, AND/OR ARE QUARANTINED/ISOLATED:**

Supervisors will receive an email notification via DawgCheck notifying them that the employee has tested positive, registered symptoms that will keep them from performing their duties, and/or are a close contact of a person who has tested positive. The messaging that the supervisor receives from DawgCheck asks the supervisor to report notice of a positive employee case to the next level in the reporting chain (e.g. the department head/dean/vice president).

#### **FOR STUDENTS WHO TEST POSITIVE, ARE SYMPTOMATIC, AND/OR ARE QUARANTINED/ISOLATED:**

Student Care and Outreach (SCO) will receive an automatic email notification via DawgCheck that contains only the affected student's MyID and a link. The link will allow SCO to log in and, using the MyID, access the student's information and class schedule. SCO will reach out to the affected student and will notify all of the

student's instructors via e-mail following a discussion with the student. Some students may also reach out independently to instructors to discuss coursework. In addition to notifications to SCO, DawgCheck also will send an automatic notification to UGA Housing when appropriate.

NOTE: If an affected individual is both an employee AND a student, both the Supervisor and Student Care and Outreach will be notified and follow up as outlined above.

If supervisors become aware of multiple faculty, staff, or students testing positive in a single classroom or other shared space, they should contact their department/division head, dean, or vice president as appropriate to coordinate engagement with the Preventative Measures Advisory Board (PMAB), either by email at [pmab@uga.edu](mailto:pmab@uga.edu) or through the PMAB Help Desk through this link: [PMAB Help Desk Request](#). The PMAB and unit leadership—together with the Medical Oversight Task Force, Facilities Management Division (FMD), and/or others—will discuss next steps and additional measures that may be appropriate.

### **CONTACT TRACING**

The Georgia Department of Public Health (DPH) is responsible for contact tracing, and we are fully cooperating with DPH and facilitating these efforts. When a person reports a positive COVID-19 test in DawgCheck, they are prompted to identify their close contacts (those who were within 6 feet of the person who tested positive for greater than 15 minutes, with or without masks). We promptly report this close contact information to DPH, in addition to required information about the person who tested positive.

Because contact tracing should be based on reliable information vetted by trained public health professionals, individual supervisors should not engage in their own contact tracing efforts. Information about notifying units of a positive test is addressed below, but under no circumstances should a supervisor disclose the identity of a student or employee who tests positive, except as specified to authorized UGA personnel. Public health officials strongly encourage people who test positive to notify those with whom they have had close contact, and in many cases this is the most effective way to notify those who have been exposed.

### **FACILITIES MANAGEMENT**

DawgCheck will send notification to the Facilities Management Division (FMD), Auxiliary Services, Housing, or Athletics, as appropriate, identifying areas that may need additional disinfection efforts. This notification will include contact information for the Supervisor so that FMD, Auxiliary Services, Housing, or Athletics can coordinate any such efforts with the respective Supervisors. Supervisors **do not** need to submit a ticket to FMD for disinfection upon receiving a notice from DawgCheck.

### **CLASSROOM MANAGEMENT**

As the semester begins, instructors should remind the class that the physical distancing via seating modifications, mandatory face coverings, and disinfecting measures that have been used during class are designed to reduce the likelihood of classroom transmission, remind the students that anyone who tests positive for COVID-19 should record the positive test in DawgCheck (<http://dawgcheck.uga.edu>), and let the students know that Student Care and Outreach will be in contact with them to support them and provide guidance on isolation.

In no event should faculty disclose the identity of a student who has tested positive or developed symptoms. However, public health officials strongly encourage individuals who test positive to notify other persons with whom they have had close contact. In many cases, this is the most effective way to notify those who have been exposed. As timing of notifications may differ based on the testing agency, it is possible that a student may receive notification during a class and disclose this information publicly to faculty and/or students.

If a student receives notification of a positive COVID-19 test result during a class period (e.g. via email or a text message), the student should leave the classroom and record the positive test in DawgCheck (<http://dawgcheck.uga.edu>). If the instructor believes that the test result notification to the student has created a significant distraction, the instructor may decide to dismiss the class for the remainder of the class period. The Preventative Measures Advisory Board has reviewed this matter and indicates that there is, however, no need to cancel classes in the classroom for the remainder of the day, as maintaining social distancing and the mandatory use of face coverings, as well as the disinfecting wipes provided for faculty, staff, and students to use as they deem appropriate, will keep the risks low for all others.

### **CHECKLIST FOR SUPERVISORS:**

- VERBAL REPORTS: If you receive verbal notice that an employee or student has received a positive COVID-19 test, is symptomatic, or has been in contact with someone who has been exposed to COVID-19 (i.e. a notification ***that does not come to you through DawgCheck***),
  - Direct the employee or student to complete the survey in DawgCheck (<http://dawgcheck.uga.edu>) and follow the guidance within the survey;
  - Tell the affected employee/student to isolate;
  - In rare cases, a report may need to be filed on behalf of an individual. If a case needs to be reported on behalf of an employee, please contact Human Resources at [706-542-2621](tel:706-542-2621). If a case needs to be reported on behalf of a student, please contact Student Care and Outreach at [sco@uga.edu](mailto:sco@uga.edu) or [706-542-7774](tel:706-542-7774).
- UNIT NOTIFICATION: If you receive DawgCheck notification that someone within your unit has tested positive, the messaging following this checklist may be used by a Vice President or Dean or their sole designee or their divisional designee(s) when it is deemed necessary to notify an appropriate group of employees or students of the possible exposure to a student, faculty member, or staff member who has tested positive.
  - Supervisors receiving notification of an employee who has tested positive should contact their department head, dean, or vice president as appropriate to inform them of the notification of a positive COVID-19 test for one of their direct reports. Where a departmental structure is in place, the Vice President or Dean, their sole designee, or divisional designee will determine when it is appropriate to notify individuals within the unit (see Template Message below) and should also communicate with the senior leadership of any other units that share the space.
- INSTRUCTOR NOTIFICATION: Student Care and Outreach will notify instructors of students in their classes who have tested positive following conversations with the affected student. Students are assigned to a unit based on their home school/college listed in Banner. NOTE: A school/college may designate a limited number of individual(s) from their Student Services office to provide student support in partnership with central Student Care and Outreach; identification of individual students should be limited to this designated group and used only for this purpose.

### **Template Message for Vice Presidents/Deans or their Designee for a Positive Case**

I am writing to inform you that we have received a report that a [student/faculty member/employee] in the [college/school/unit/building/department] has tested positive for COVID-19. Although we are not permitted to identify the individual, we wanted to share the fact of this positive test with you.

The Georgia Department of Public Health (DPH) is responsible for contact tracing, and we are fully cooperating with DPH and facilitating these efforts. When a person reports a positive COVID-19 test in DawgCheck, they are prompted to identify their close contacts (those with whom they were within 6 feet for more than 15 minutes with or without masks). We promptly report this close contact information to DPH, in addition to required information about the person who tested positive. If you are deemed by DPH to have increased risk because of exposure to an individual who tested positive, DPH has the responsibility to notify you. Often,

affected individuals may reach out to other individuals personally to make them aware. Public health officials strongly encourage individuals who test positive to notify individuals with whom they have had close contact. In many cases, this is the most effective way to notify those who have been exposed.

Please do not identify affected individuals—even if you believe you or others know who they are—so they can focus completely on their health. As a community, we should support these individuals and one another through this incredibly difficult time, while respecting individual privacy.

Your health and safety are of paramount concern to us. Please continue to monitor your personal health, utilize [DawgCheck](#) daily, and report any new symptoms. Be sure to wear a face covering when in public, practice social distancing, and practice good hygiene.

If you have no symptoms and would like to get screened for COVID-19, you may do so by scheduling a time for surveillance testing at the [Legion Field COVID-19 Testing Site](#).

If you develop symptoms or have reason to believe that you have recently been in close contact (meaning within 6 feet for 15 or more minutes) with someone who is exhibiting symptoms of, has been diagnosed with, or has tested positive for COVID-19, the CDC currently recommends that you immediately quarantine and seek medical advice from your healthcare provider. Students can utilize the University Health Center; faculty and staff should contact their community healthcare provider.

Please continue to monitor UGA's [coronavirus website](#) for further updates. For current information about COVID-19 test results at UGA, please see the University Health Center website: [UGA Health and Exposure Updates](#). For accurate and reliable information about COVID-19, visit [cdc.gov/coronavirus/2019-ncov](https://www.cdc.gov/coronavirus/2019-ncov).

Thank you for your continued commitment to the health and safety of the UGA community.

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*Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Sam Fahmy at [sfahmy@uga.edu](mailto:sfahmy@uga.edu).*